



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
**Department of Agricultural Resources**  
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Governor

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Lieutenant Governor

## Milk Dealer Monthly Distribution Report

DOUGLAS P. GILLESPIE  
Commissioner

Trade Name:			
Mailing Address	City/Town	State	Zip Code
License Number	Telephone Number	Fax Number	

**This report is due by the fifteenth day of each month for the previous month's distribution. Month distribution will be used to determine the license renewal fee. Please report Massachusetts distribution only.**

Report Period:	Month	Year
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**Pounds**

**Total pounds of Class I Milk distribution for the Report Period**

**Class I Milk Distribution to other dealers during the Report Period:**

(List the milk dealer's name and amount distributed)

**Dealer Name**

**Pounds**


Please attach additional sheets if more space is required

Name of Authorized Signatory (Please Print):	Authorized Signature:	Date
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## Instructions and Description of Terms

Please complete and return the Milk Dealer Monthly Distribution Report no later than the fifteenth day of the month for the previous month's distribution. The following are descriptions of terms used in this Report form:

**Class I fluid milk** is defined in 331 CMR 8.03 and is widely known throughout the milk business.

**Massachusetts distribution:** any Class I fluid milk distributed within the Commonwealth of Massachusetts regardless of its final disposition.

**Pounds:** Many distributors keep records in final product units such as gallons, half-gallons, or quarts. Please use the following table to convert retail units into pounds:

<b>Retail Unit Categories</b>	<b>Conversion Factor</b> (Lbs/unit)
Gallons	8.60
Half-gallons	4.30
Quarts	2.15
Pint	1.075
Half-pint	0.5375

To convert retail units to pounds, multiply the number of retail units by the conversion factor. The result will be the number of pounds of the distribution of that retail unit category.

### License Fee Calculation

The volume-based fee is \$25 for the first 800 pounds, or any fraction thereof, of the average daily distribution of Class I fluid milk in Massachusetts plus \$3.50 for each one hundred pounds of average daily distribution of Class I fluid milk in Massachusetts, or fraction of one hundred pounds, above 800 pounds. For example, if a dealer distributes 700 pounds on an average daily basis, the license fee will be \$25. As another example, assume a milk dealer distributes 1,025 pounds on an average daily basis; then the license fee would be \$32.88. That is \$25 plus \$3.50 multiplied by 2.25 since there are 2.25 100-pound increments or fractions thereof beyond the 800 pounds.

The information on this report will be used to calculate the average daily distribution as follows. The pounds of Class I milk distribution to other dealers during the report period will be totaled. That total will be subtracted from the total pounds of Class I milk distribution for the report month. This will be the total net distribution for the report month. The total net distribution for each month in the twelve-month period beginning two months prior to the month of expiration will be totaled. This will be the total annual distribution for a given milk dealer. The total annual distribution will then be divided by the number of days in the abovementioned twelve-month period. The result will be the average daily distribution. This figure will be used to calculate the milk dealer license fee as described above.

If you have any questions please contact Bill Gillmeister at the Department of Agricultural Resources at (617) 626-1811.